



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CORRECTIONAL SERGEANT

Job Number: 20000639

Job Code: 22020V170516

Job Group: 2200 - CORRECTIONS

Job Established: 02/16/1983

Job Revised: 05/16/2017

Grade: 10 Salary (MIN - MID):

\$12,345-\$19,752 - Hourly

\$2,006.08-\$3,209.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$3,423.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$15.289 - Hourly

\$2,484.38 - 37.5 Hr. Monthly Salary

\$2,650.00 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises correctional officers in a designated work or program area, OR has functional supervision over and coordinates the work of employees or inmates for a specialized program or detail. Performs custodial security functions; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Must have one year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders.

Substitute EDUCATION for EXPERIENCE:

An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for the year of required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be twenty-one years of age.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Investigates disciplinary reports. Performs weekly security inspections. Provides assistance to Correctional Lieutenants. Assigns work of inmates and staff to maintain sanitation and security or complete work in a specific institutional area. Takes required action during emergencies to prevent escapes and suppress disorders. Oversees inmates/patients inside and outside of the institution. Searches inmate's/patient's person, mail and quarters for contraband. Oversees work or recreational activities. Oversees inmates/patients during bathing and meals. Counsels with inmates/patients on minor adjustment problems and refers serious problems to proper staff specialists. Supervises the counts of inmates/patients in dormitories or cell blocks. Completes reports. Transports inmates/patients to and from the institution, courts, medical facilities and other areas as required. Serves on institutional committees. Interprets policy and procedure memoranda.

UNIQUE PHYSICAL REQUIREMENTS:

Must be able to physically respond to an emergency situation. Assist in an evacuation or rescue, bend, lift, run or walk swiftly in order to physically disrupt fights between inmates and/or residents or intervene in a combative situation to protect fellow employees from the threat of harm or actual harm at the hands of an inmate and/or resident. Must possess the physical agility to secure an inmate and/or resident with handcuffs and/or ankle chains, or other restraints, and, if necessary, to engage in forced movement of inmates and/or residents from one location to another.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work environment is hazardous due to working in a state correctional facility with convicted felons.

ADDITIONAL REQUIREMENTS:

Applicants must not have been convicted of a misdemeanor crime of domestic violence, a felony or trafficking in narcotics, dangerous drugs or controlled substances. Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.